

SANDY CITY
APPROVED POSITION SPECIFICATION

I. Position Title: Facility Supervisor

Revision Date: 03/06
EEO Function: Financial Admin.
EEO Category: Service-Maintenance
Status: Exempt
Control No: 30378

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of Personnel and Management Services, performs and coordinates custodial operations of city facilities, including City Hall, Animal Services, Public Works, Senior Citizens and other city facilities, as required. Supervises custodial program staff members.

III. Essential Duties:

- Performs custodial work, in cooperation with other program staff
- Provides emergency or spot cleaning, as needed
- Coordinates all cleaning activities in assigned city facilities
- Coordinates floor/tile scrubbing and carpet cleaning
- Conducts frequent custodial inspections of facilities to ensure quality service standards
- Responsible for custodial inventory control and OSHA Material Safety Data Sheets (MSDS) logs
- Purchases and maintains cleaning equipment and supplies
- Supervises and disciplines division custodians, including temporary/seasonal custodial staff
- Conducts training on proper cleaning and safety practices
- Schedules working hours for all custodial personnel
- Initiates personnel actions related to recruitment and selection
- Monitors custodial operation budget, forecasts budget requirements annually, recommends needed budget adjustments
- Plans and coordinates custodial projects, including the allocation of necessary staff
- Inspects areas for safety hazards

IV. Marginal Duties:

- Assists in locking and unlocking buildings and other security issues, as requested.
- Responds to emergency calls on a 24-hour basis
- Assists in preparing city facilities for meetings, activities and seasonal events.
- Moves furniture and other city-owned equipment.
- Performs other related duties as assigned.

VI. Qualifications:

Education: High school diploma or equivalent and two years of secondary or post-secondary educational training in facilities management, construction management and/or related field. Bachelor degree in plant and/or facilities management preferred. Must possess a valid Utah driver's license.

Experience: Two years custodial experience required. Two years experience in plumbing, electrical, carpentry, building maintenance, or related duties preferred. May substitute any equivalent combination of education and experience. Supervisory experience preferred.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Cleaning techniques; customer service techniques; safety practices; public sector procurement practices; supervisory practices; the Americans with Disabilities Act; OSHA regulations and safety practices.. The following is also helpful, but not required: basic carpentry, electrical, plumbing & related building trades; HVAC systems.

Responsibility for: Ensuring that City Hall, Animal Services, Senior Center and other city facilities are clean and in good repair; safety of city employees and visiting public as related to the performance of duties; managing risks presented by hazardous materials, blood borne pathogens, equipment usage, and other potential hazards. Great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where and how. Supervises program staff including full-time, part-time and temporary/seasonal custodians.

Communication Skills: Contacts with city employees, contractors, and the public, furnishing and obtaining information; communicate effectively verbally and in writing.

Tool, Machine, and Equipment Operation: Requires use of cleaning equipment, and a variety of hand and power tools; ability to use a personal computer for spreadsheet, word processing and other applicable applications; ability to use programmable thermostats, time clocks, and alarm systems.

Analytical Ability: Establish and maintain effective working relationships with employees and the public; apply problem solving and analytical principles to effectively identify and address problems with facilities and systems; ability to work independently.

VII. Working Conditions:

Generally comfortable working conditions; moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials; occasional heavy lifting (up to 70 pounds) required; occasional heavy (45 pounds and over) carrying; occasional exposure to stressful situations as a result of human behavior and deadlines. Some evening and weekend work required with some 24-hour emergency calls required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.